#### **DEFENSE LOGISTICS AGENCY**

AMERICA'S COMBAT SUPPORT LOGISTICS AGENCY











How to Requisition
Property:
LESO Automation and
DRMS中的州 1403



### **Requisitioning Property**

- LEAs may requisition property:
  - Electronically via LESO Automation
  - Physically Screening using the DRMS Form 103
  - If an LEA is awarded the property:
  - LEA **must** pick up the property or arrange for its shipment within **14 DAYS**.
  - LEAs must pay for <u>all</u> costs associated with shipping the property.
    - This may include packing materials.

\*NOTE: Approval by the State Coordinator and LESO does not guarantee the property will be given to the LEA. The Military Standard Requisitioning & Issue Procedures (MILSTRIP) System must also approve the request.



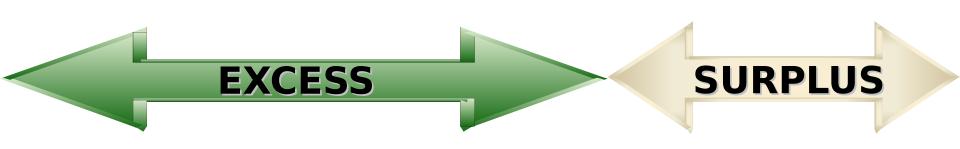
#### **Requisition Process**

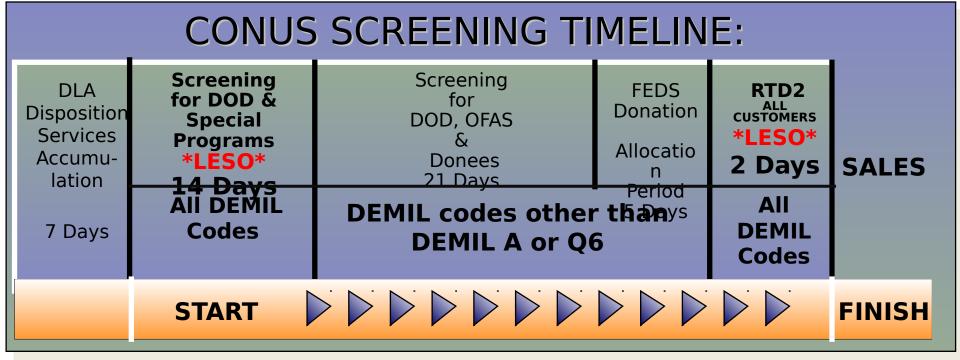
- LESO is a DOD Special Program whose customers screen during:
  - CONUS:
    - The Reutilization cycle\* (14 days)
    - RTD2 (**2 days**)
    - Applies to DLA Disposition Services Sites within the U.S and its territories
  - OCONUS:
    - The Reutilization/Transfer cycle (21 days)
    - Blue Light (3 days)
    - Applies to DLA Disposition Services Sites within Europe and Asia

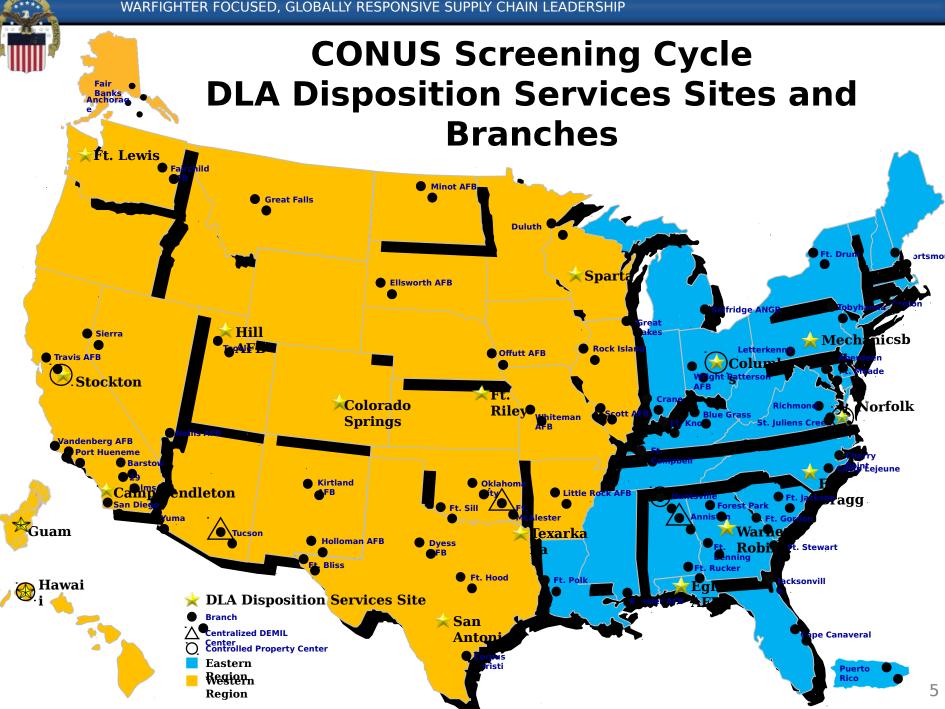
\*NOTE: DEMIL Required property will stay in the Reutilization Screening Cycle for the full 42 Days.



### **Formal Screening Timeline**









# OCONUS Screening Cycle DLA Disposition Services Sites and Europe Asia/Pacific





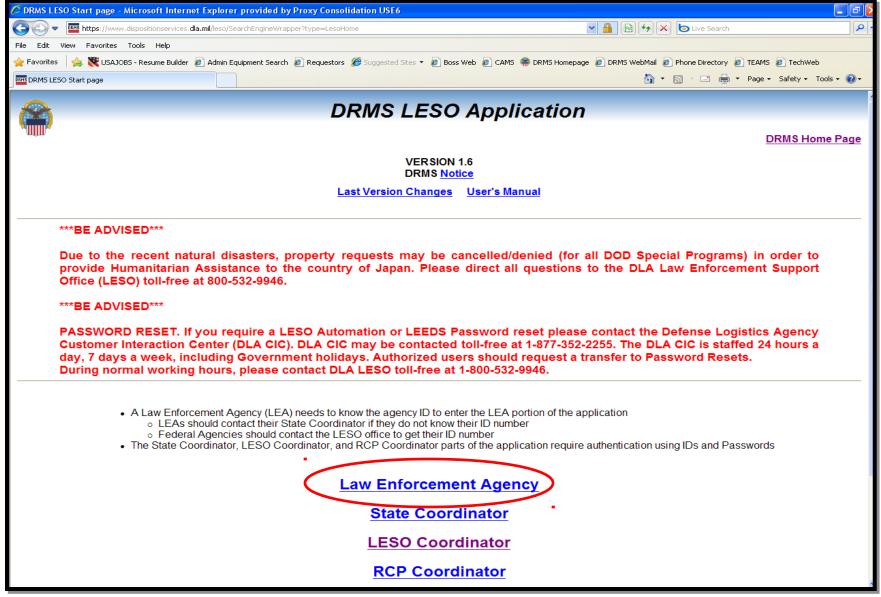


#### **LESO Automation**

- https://www.dispositionservices.dla.mil/ leso/SearchEngineWrapper?type=LesoHome
- The State Coordinators should check several times daily or it will result in LEAs missing out on property.
- LESO cannot process requests without State Coordinator approval.
- Request from Federal Agencies come directly to the LESO Office.

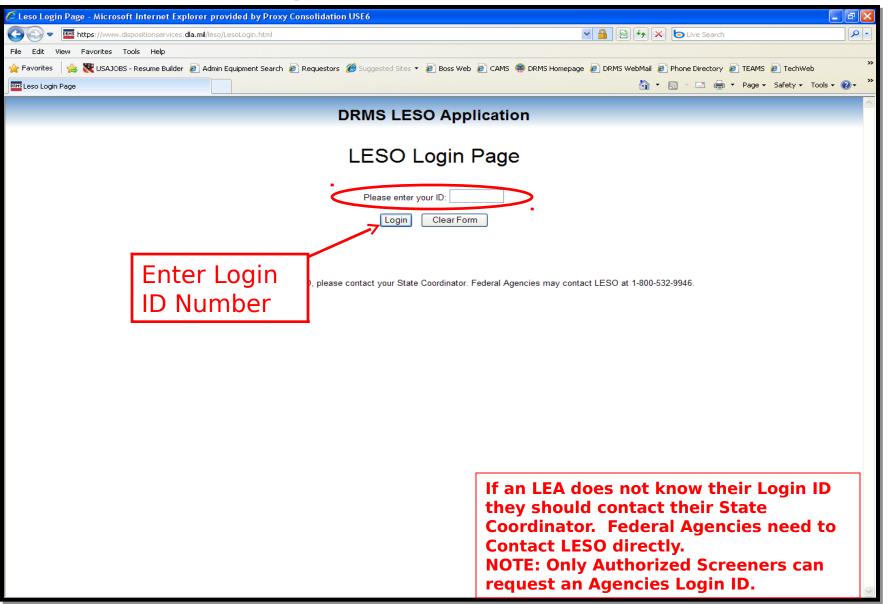


#### **LESO LESO Automation**



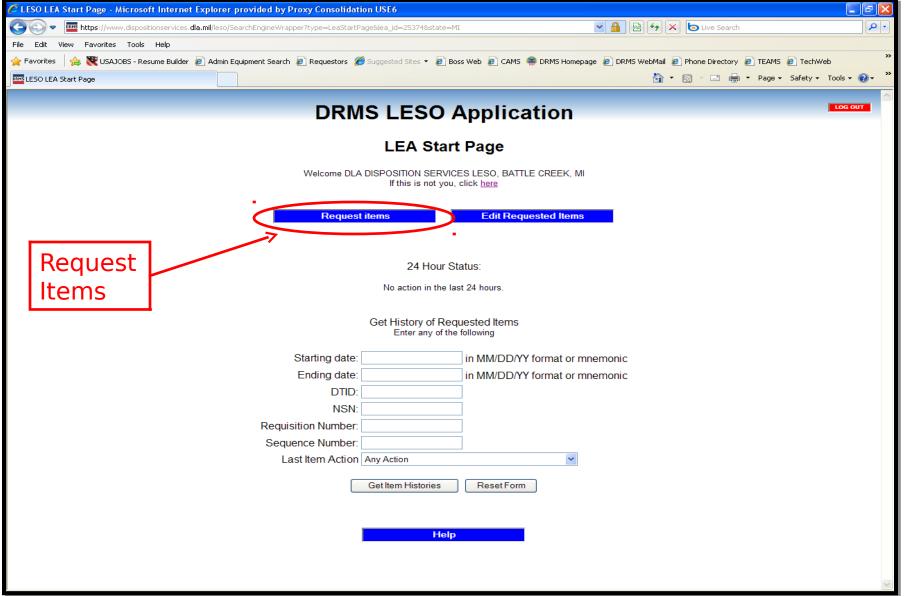


### Log in with I.D. #





### **Click Request Items**



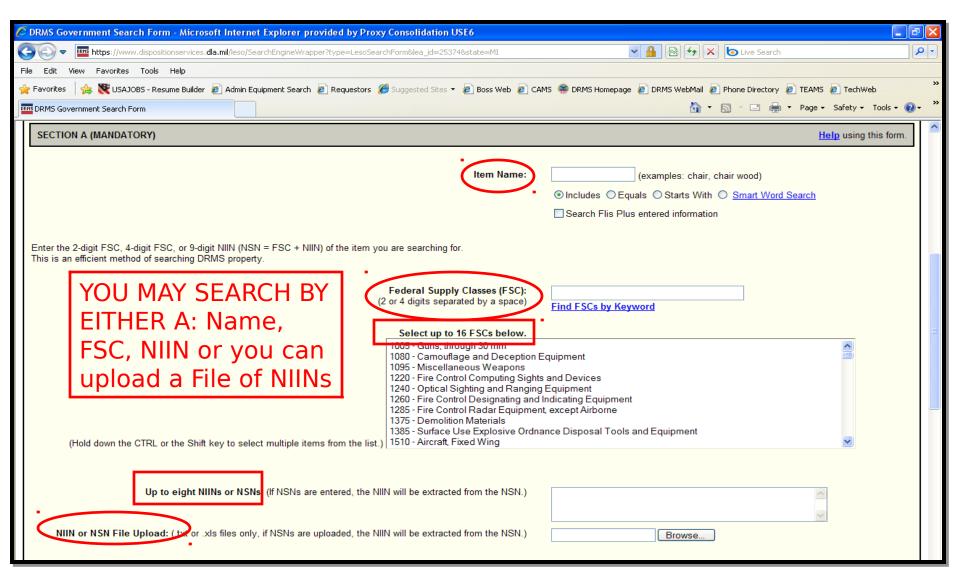


### **Property Search Options**

- FSC Federal Stock Class
- NSN National Stock Number
- NIIN National Item Identification Number
- Item Name
- DTID Disposal Turn-in Document
- You can "upload" a spreadsheet of NSNs or NIINs

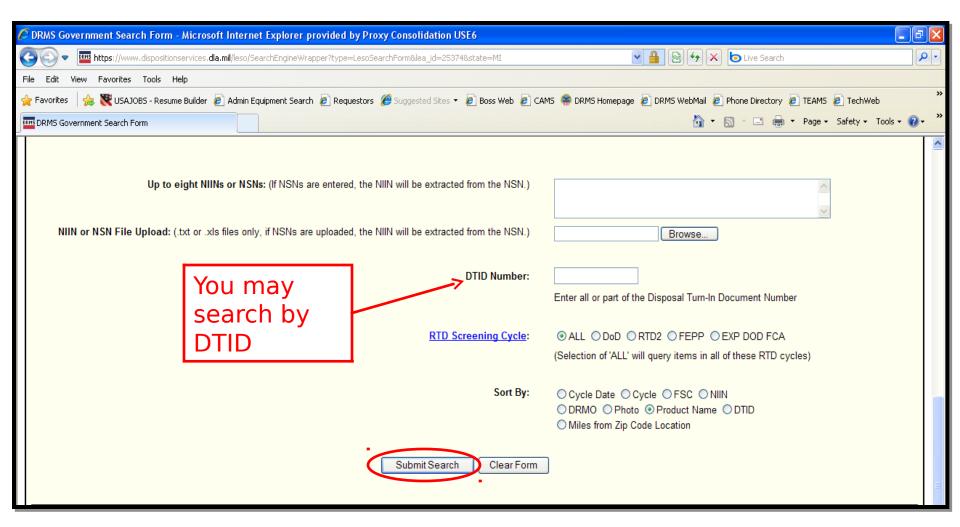


### Section A (Mandatory)



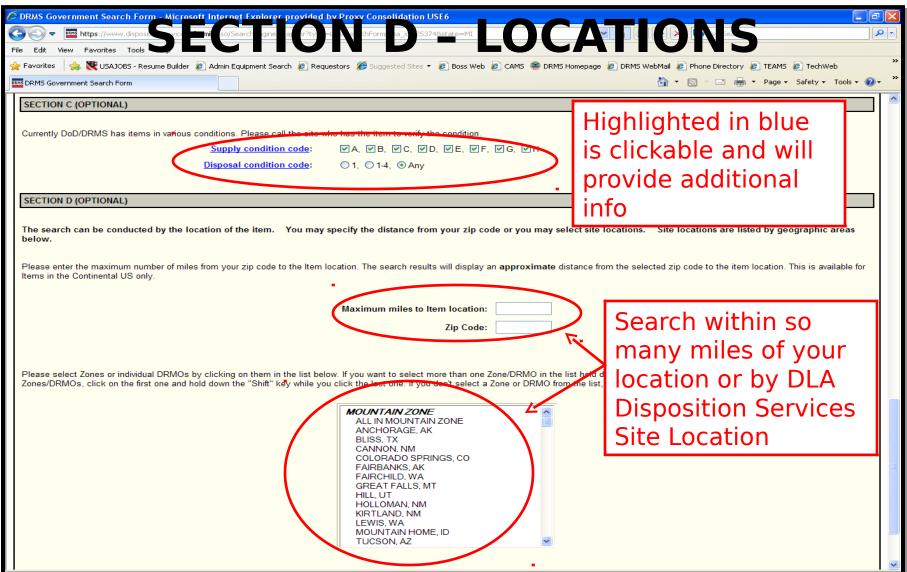


#### Section A cont'



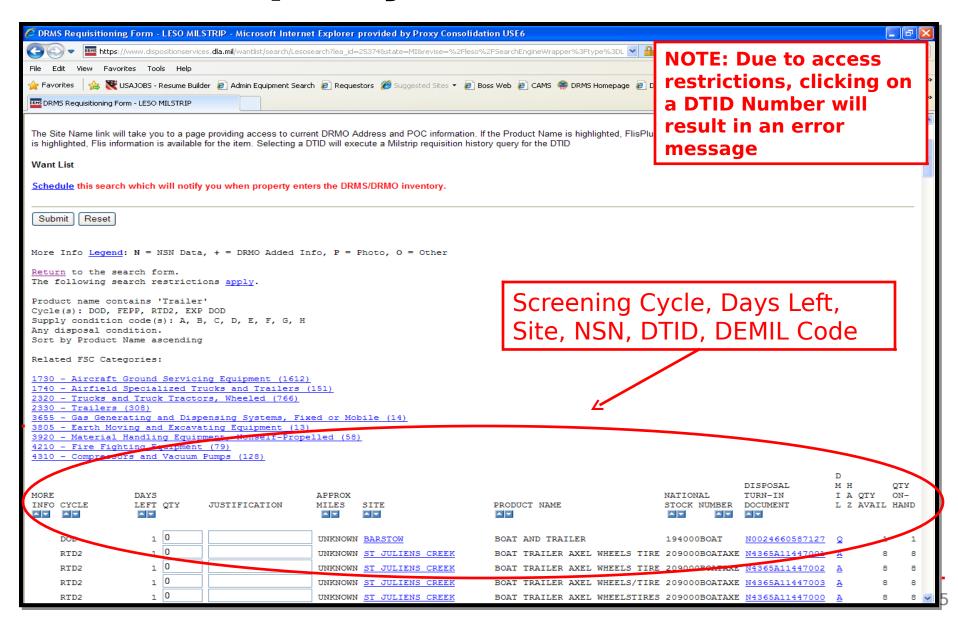


# SECTION C - CONDITION CODES





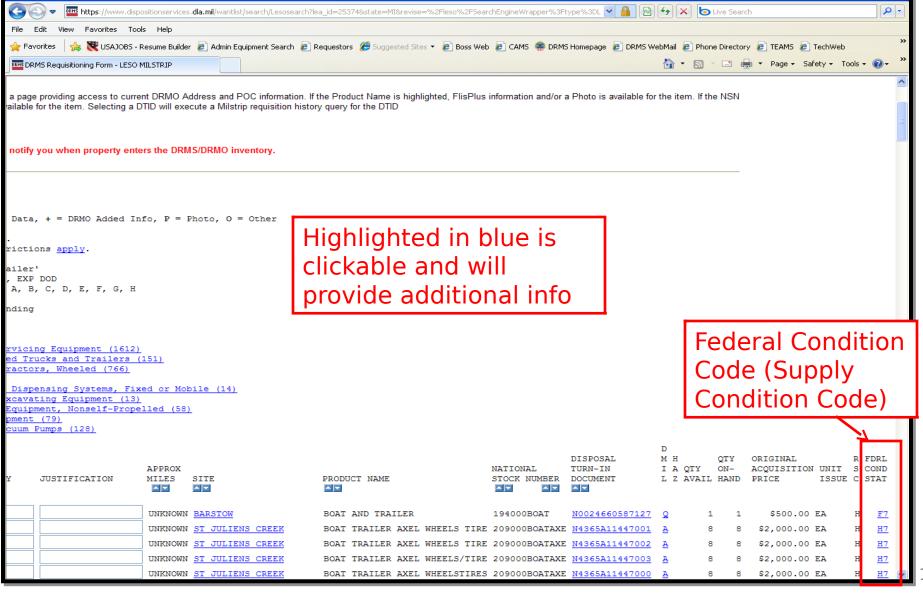
#### **Property Search Results**



DRMS Requisitioning Form - LESO MILSTRIP - Microsoft Internet Explorer provided by Proxy Consolidation USE6

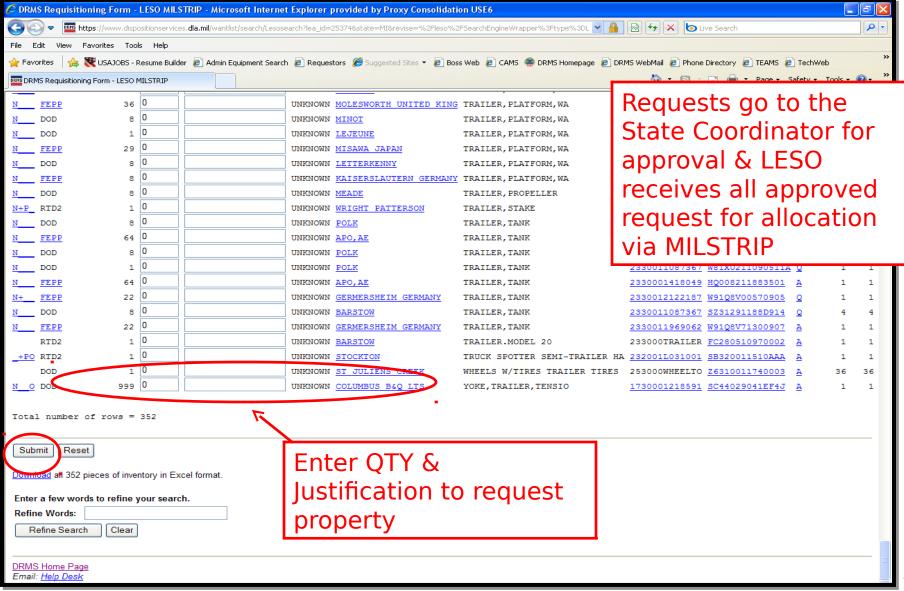


#### **Federal Condition Codes**





#### **Submit Request**





### Justification

- The justification is the key for **all** requests.
  - LESO Automation and Walk-ins
  - Detailed
  - Do not use blanket justifications such as "for counter-terrorism".
  - Any request submitted without a justification will be denied.



### Quantity

- Only ask for what you need.
  - Don't be greedy
  - If the amount is needed, state the reason in the justification



#### **DRMS Form 103 Policy**

- An LEA must physically screen the property at a DLA Disposition Services Site.
  - "Walk-in customers"
- Justification:
  - Must be written on the DRMS Form 103
  - The DRMS Form 103 must be signed by the LEA and the State Coordinator.



#### **DRMS Form 103**

SCREENERS NAME			CORENIESC ACC	HOLD EXCESS PROPERTY (Prescribing D					I	DRMO-		PHONE	PHONE		
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requistion not rece operty may be can															
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RMS FORM 103, FEB 2	001 (EF)		_			_							_		



### Letter of Authorization (LOA)

- On file at DLA Disposition Services HQ, Battle Creek
- Walk-in 1348-1As can <u>only</u> be signed by LESO personnel listed on the LOA
  - DLA Disposition Service Sites have access to the this letter and will verify that the signature on the 1348-1A is valid
- This is different that the letter of "Authorization to Screen Property".

## Sample 1348 with LESO Signature

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RELEASE/RECEIPT DOCUMENT	28. NATIONAL STOCK NO. & ADD (6-23)	1240013611318	BINOCULAR IS TY CONT   19, NO CONT   20, TOTAL INSIGHT   21				1. TOTAL CUBE 25. DAT E RECEIVED					
91 (EG) ISSUE R	28. R.C. (0-8) UIGD-24 GON CONE (7) DET (65-65) UP (74-81)							E GOORDI	INATOR			
The DLA Disposition Service Site Employee will verify the signatur on the 1348-1A to ensure the signing official is authorized.	re	SPECIAL INSTRUCTIONS: LESO J-363 DRMS, BATTLE CREEK MUST RECEIVE A DRMO-SIGNED COPY OF THIS DOCUMENT FROM THE STATE COORDINATOR OR STATE POC BEFORE Jan 20, 2010. FOR ANY QUESTION CONTACT 1, 800,532,9946 OR DRMSLESO COLAMIL				TO: DRMO STOCKTON ROUGH & READY ISLAND STOCKTON, CA 95203  FILE #: 92284729 TID: N/A WAREHOUSIS: N/A						



# Letter of Authorization to Remove

- Must be filled out prior to the removal of the property from the DLA Disposition Service Site
- It is the LEA's responsibility to fill out the form and return it to the DLA Disposition Service Site.
  - Not the LESO
  - Not the DLA Disposition Service Site
  - Not the State Coordinator



# Letter of Authorization to Remove

Anyone within the agency may be appointed to pick up property. The DLA Disposition Service Site will be expecting this person to arrive (must show ID)



This letter must be signed by an approved screener appointed by one of the appointed screeners.



# **Certificate to Title a Vehicle (SF** 97)

- Per DRMS-I 4160.14 C5.8.8.1.3.1
  - The SF 97 is designed normally for use with commercial vehicles such as passenger cars, multipurpose passenger vehicles, trucks, trailers, motorcycles, buses, and similar wheeled vehicles, and for tactical vehicles released under the DLA LESO program. The DLA Disposition Service Site is required to provide LESO customers with an SF 97 at the time a customer picks up the vehicle.
  - SF 97s will <u>not</u> be provided for military vehicles that are tracked, have a gross weight of more than 16,000 pounds.